

Offer Letter Guidance for FY24 Cost of Living Adjustment (COLA)

Summary:

The following guidance should be considered when extending job offers surrounding the rollout of the FY24 Cost of Living adjustments that are effective July 1. Do not add COLA to proposed job offers, because COLA will be added to all eligible employees during the implementation process. Adding COLA to offers will result in overpayment that requires corrective action. Engage with your HR partner or representative to ensure the most effective and appropriate steps are taken to avoid overpayment and extraneous transactions.

COLA should NOT be included in offer letters.

Eligibility:

Only employees with an effective hire date prior to and including **July 1** are eligible for the FY24 COLA rate increase provided they are active, benefit eligible and working 30 or more hours per work week (prorated based on work week).

Anyone **with an effective hire date after July 1 is not eligible** for the FY24 COLA rate increase. However, units and schools concerned about equity amongst those similarly situated may engage their HR (Human Resource) Partner to address equity during their annual equity review period.

Determining Hire Dates:

Hire dates are not official until the background screening process has been completed. Hire dates cannot be altered retroactively to facilitate eligibility for COLA.

What to do When Corrective Action is Required:

If COLA was included in an offer letter that has already been extended, an overpayment will occur without a manual corrective action to remove the COLA loaded by the program.

- Immediately report the employee's name and employee ID number to Kevin Merkel, kevin.merkel@ohr.gatech.edu.
- This corrective action may be visible in the employee's compensation history.
- Do not revise an offer already extended and accepted by a candidate.

Extending Job Offers to Individuals Who are Eligible for COLA

For offers currently being drafted, with effective hire dates on or before July 1 do not include COLA because that will result in overpayment to the individual.



- Offers for candidates should continue under the current process utilizing the existing family pay structures and equity amongst those similarly situated.
- COLA will automatically be added to the rate of pay; no adjustments need to be made by the unit.
- Any new hires not hired and recorded in the OneUSG Connect by April 24 will require manual processing by central HR to update COLA.
- Candidates inquiring about the COLA program can be referred to the GTHR [COLA website](#) for more information.

Extending Job Offers to Individuals Who are Not Eligible for COLA

For new hire offers currently being drafted for effective dates after July 1, do not alter the offer to include COLA, as the employee is not eligible to participate in the program.

- New hires under academic-year contracts (effective August 1) should not be offered COLA as they are not eligible under the program.
- Units, Colleges, and Schools concerned about equity amongst those similarly situated may engage their HR (Human Resource) Partner to address equity during their annual equity review period.

Extending Internal Offers, Reclassifications, and Promotions

COLA will automatically be added to the rate of pay. Do not alter the proposed rate to reflect COLA. Doing so will result in overpayment to the individual.

- Proposed rates should continue under the current process utilizing the existing family pay structures and equity amongst those similarly situated.
- Any eligible employee not identified as eligible on the SSC (created April 24), will require review and corrective action.
- Any job changes that are submitted in OneUSG after June 1 for employees identified as eligible on the SSC, will require review and corrective action.
- Any job changes submitted after the SSC (Shared Services Center) COLA load completes on June 10 will require review and corrective action to the July 1 or August 1 COLA rows entered by the SSC (depending upon employee classification).
- Pay actions effective June 1 through and including July 1 are at risk of being underpaid or overpaid COLA, and units are encouraged to pause during this period. Even data changes such as change of manager, department, etc. Will result in an underpayment or overpayment to the employee unless manually reviewed and corrected.
- Any employee with supplemental pay either added after April 24 or currently receiving supplemental pay with an end date after July 1 will require manual corrective action.
- Current faculty receiving promotion salary increases effective July 1 (fiscal-year faculty) and August 1 (renewed academic-year faculty) are eligible to receive COLA and it will automatically be applied on top of the promotion increase.
- Candidates inquiring about the COLA program can be referred to the GTHR website for more information at hr.gatech.edu/cost-living-adjustment.